



## CITY OF ATLANTA

SHIRLEY FRANKLIN  
MAYOR

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**04-C-1384**

July 19, 2004

President Pro-Tempore Ceasar Mitchell and  
Members of Atlanta City Council  
City Hall, Suite 2900 South  
68 Mitchell St., S.W.  
Atlanta, Georgia 30303

**RE: Eastside Tax Allocation District (TAD) Neighborhood Advisory Board Appointment**

Dear President Pro-Tempore Mitchell and Members of the Council:

It is a pleasure for me to appoint Elise Haverly-Robinson to serve as a member of the Eastside TAD Neighborhood Advisory Board in the NPU-N Category for the City of Atlanta. This appointment is for a **term of two (2) years**.

I am confident that Elise Haverly-Robinson will serve the Eastside TAD Neighborhood Advisory Board with integrity and dedication.

Sincerely,

Shirley Franklin

Elise L. Haverly  
120 Short Street  
Atlanta, GA 30316

Home Phone: (404) 688-2457  
Work Phone: (404) 506-6790  
Fax Phone: (404) 688-2457 with notification.

E-mail: [eliserobinson1@aol.com](mailto:eliserobinson1@aol.com)

## Education

### College or Vocational / Business School

- 2003 - Master of Arts in Historic Preservation from Georgia State University.  
in process
- 1991 - ABA Certified Paralegal from National Center for Paralegal Training.
- 1989 - Bachelor of Arts in English from State University of New York at New Paltz.

## Work History

### 11/2000 to present - ADECCO/Georgia Power Company Land Department

#### **Archive Assistant** with Georgia Power Company Corporate Archives

*Responsible for :* Assisting with museum exhibits for small museum space ; current exhibit, "75 Years of Generating Growth in Georgia, Georgia Power Company and Economic Development "; accession and catalogue the manuscript/records and audio visual collections for both Georgia Power Corporate Archives and the Georgia Power Olympic Collection; research for both internal and external customers. At present participating in Land Records microfilm backfile conversion project using Paper Port 9 and LIMS (land information management system) applications. Consists of converting land records research documents into easily accessible digital documents.

### 02/1999 to 12/1999 - George Gary Mechanical Design

#### **Office Manager**

*Responsible for :* Setting up new office systems including all fiscal systems including employer State and Federal requirements: payroll, quarterly reports, year end reports; data entry: QuickBooks, scheduling: jobs, estimate calls, service calls; bookkeeping - accounts receivable, accounts payable; customer service; purchasing - supplies, job site materials, pick up and deliver materials to job site; warehouse inventory; handled employer's personal checking accounts and bill payments; Assisted in hiring of new employees as well as employee terminations.

04/1997 to 01/1999 - American Security Group Insurance Co.

**Licensing Analyst**

*Responsible for :* Setting up and maintaining agent/agency data base for Ford Product Management Involuntary Unemployment Insurance program; research government compliance issues regarding state insurance requirements; provided New Dealer set up on Ford data base; provided Agent Licensing and State Appointments; preparing Agency Agreements and Master Policies; 616 Report; Projects: National Auto Dealers Association Implementation, Dealer Compliance/Termination Project.

04/1993 to 11/1996 - Southland Life Insurance Co.

**Business Support Analyst**

**Contracting and Licensing Specialist**

*Responsible for :* State licensing and agent appointments, renewals and terminations; research state regulatory requirements and service standards; contracting responsibilities focusing on agent compensation, hierarchy reorganization in relationship to commission payout, terminations and general data base updates, including use of PAL, Appoint Pac, Vector, and TRW programs.

01/1991 to 02/1992 - Bruce S. Harvey, Attorney At Law

**Paralegal**

*Responsible for :* Trial notebook preparation and maintenance, general correspondence, research, organization of discovery material, client and witness interviews, court calendar control, courthouse filings, general office duties.

11/1975 to 04/1990 - Haverly Construction Company

**Co-owner/Business Manager**

*Responsible for :* Weekly payroll, quarterly and year end tax reports, accounts receivable and accounts payable, customer service, coordinated company advertising and co-op advertising plan; general office duties.

03/1978 to 05/1981 - Columbia Greene Community College

**Director of Day Care**

*Responsible for :* Managing college-sponsored day-care facility, with one full-time and four part-time staff responsible for up to 24 children; administered Day Care Center budget; submitted quarterly and yearly state reports; responsible for hiring of staff, scheduling and interfacing with the Human Services Program's Internship Program; responsible for expansion and relocation of Center to larger facilities; acquired permanent Columbia Greene College Association funding for the Director's position.

**Comments**

**Georgia Notary Public-Fulton County - commission expires 04/15/2008**

**ABA Certified Paralegal - specialty in Civil Litigation**

## Community Service

<b>Atlanta Planning Advisory Board</b> – Member representative from NPU N.	2003 - Present
<b>Cabbagetown Neighborhood Improvement Association</b>	1999 - Present
Executive Board	
Land Use Committee	1999 - 2002
<b>Neighborhood Planning Unit N</b> - Vice Chair	2000 - Present
CNIA representative	1999 - Present
<b>United Way Ambassador</b> - American Security Group	1998
<b>Inman Park Festival</b> - Theater Night Committee	1991-1998
<b>Habitat for Humanity</b> - Volunteer Coordinator and Co-Director Inman Park	1993, 1994